



## **VARIANCES TO STANDARDS APPLICATION**

**March 2, 2015**

Purpose: ARM 10.55.604.1. A local board of trustees may apply to the Board of Public Education through the Superintendent of Public Instruction to implement a variance to a standard or a section of standards, excluding standards stating statutory criteria, standards pertaining to educator licensure or endorsement, and content standards as defined by the Board of Public Education and provided in guidance from the Superintendent of Public Instruction.

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### **DUE DATES**

- First semester implementation; March 2, 2015
- Second semester implementation; July 6, 2015

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**COUNTY:** Lincoln

**DISTRICT:** Troy Public Schools

### **LIST THE SCHOOL OR MULTIPLE SCHOOLS THAT ARE REQUESTING THE VARIANCE(S):**

Troy Junior High School

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**1. Is this an initial application (2 years) or a Renewal application (3 years)?**

Initial application (2 years)

**2. Is this for first semester implementation or second semester implementation?**

This is for First Semester implementation.

**3. Standard(s) for which a variance is requested, i.e., 10.55.709. If there is a program delivery standard, be sure to list it as well. For example, 10.55.1801.**

The variance is being requested for 10.55.709 Library Media Services, K-12.

The library shall be housed in a central location, and each school shall have a full-time or part-time licensed school library media specialist with a K-12 library media endorsement at the following ratio: (c) 1.5 FTE for schools with 501-1000 students

At Troy Public Schools, we serve 405 students, and we currently have one full time librarian who works in our elementary library and in our high school library. The variance requested is outlined as follows:

- WF Morrison School – enrollment of 213 – 0.5 FTE librarian required
- Try 7-8 – enrollment of 62 – minimum of 0.001 FTE librarian required





- Troy High School – enrollment of 131 - 0.5 FTE librarian required

- 4. Please attach evidence through official minutes of the board of trustees that local school community stakeholders were involved in the consideration and development of the proposed variance to standards. Stakeholder groups include trustees, administrators, teachers, classified school staff, parents, community members, and students as applicable.**

Minutes from the February 9, 2015, 2014 Board Meeting are attached.

- 5. Please provide evidence that the board of trustees adopted its application for variance at an official, properly noticed meeting of its board of trustees.**

Minutes from the February 9, 2015, 2014 Board Meeting are attached.

- 6. Describe the variance requested.**

We serve 400 students at Troy Public Schools, and we currently have one full time librarian. Accreditation Standard 10.55.709 requires an additional 0.1 part-time librarian. We have implemented a variance for many years, which we believe allows us to provide exceptional library services through the use of a half time paraprofessional, and student teacher assistants in the library. The variance exceeds previous library services in a variety of ways.

We currently deliver far more direct instruction in the library to develop research skills among students than we were able to prior to the variance. The library and library staff are used in an exceptionally collaborative manner by the entire school. We will increase reading appreciation by using a multi-media, multi-faceted approach facilitated by the teachers.

- 7. Provide a brief statement of the mission and goals of this proposed variance.**

Troy Public Schools Mission Statement: "Empowering students to develop responsibility, achieve academic excellence, and succeed as lifelong learners."

The goals of this proposed variance is to continue to provide the best quality education as possible. It would be very difficult to hire a 0.1 part-time librarian to meet this standard. We feel that we meet the district mission and the needs of the district with a full-time librarian.

- 8. List at least one specific measurable objective(s) that demonstrates that the proposed variance will meet or exceed the results under the current standard(s).**

The measurable objective that demonstrates that the proposed variance will meet or exceed the results under the current standards:

We will increase the use of the library/media centers by 20%. We will measure this by how many visitors come to the libraries. We will also measure this by monitoring and evaluating the amount of materials that are checked out.





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We will increase the overall perception of the library by 20%. A survey will be conducted at the beginning of the school year of the students and also at the end to determine the student perception of the library. This will allow us to ensure that the librarian is being used in the most effective efficient manner and is able to service all the students and teachers that visit.

We plan to continue with the previously improved variance in the following ways:

1. Troy Public Schools have collaborative teams (our school improvement teams) that meet monthly and oversee the implementation of the Library Variance. These teams also make recommendations to improve the Library Media program. The team consists of a variety of stakeholders, including, but not limited to, the technology coordinator, the librarian, at least two teachers, a counselor, and the principal. We require English and Reading teachers to participate on the collaborative team.
2. Staff is invited to attend this meeting on a monthly basis. This meeting is intended to promote collaboration between the Library staff and content area teachers and discuss implementation, services offered, and to monitor services provided.
3. Troy Public Schools employs one full-time librarian, one half-time paraprofessional. The librarian and technology director work in conjunction with all teachers to obtain the information literacy/library media standards and technology standards through direct instruction and guided instruction of all students in the building. The library utilizes the aide and student assistants throughout the day to assist with daily library needs including checking books in/out, cataloging library resources, book repair, and additional duties as needed.
4. Research skills are taught to all students. This will provide an introduction to information literacy/library media standards 1, 2, 3, and 4. Grade level teachers will schedule this in conjunction with the librarian throughout the school year.
5. The librarian collaborate with teachers on a regular basis to train students, assist with research projects, pull supporting material to assist with lessons, and provide information related to library resources (LM Standard 2 and T Standard 1).
6. Five computers and thirty Chromebooks in the library are designated as a Research Center. This is an open lab that students can access anytime during the school day and gain assistance from the technology director and librarian (LM Standards 1, 2, 3, 4 and T Standards 1 and 2).
7. A bulletin board-is-posted in the library with a featured book updated on a bi-weekly basis. Featured books are of different genres. This is intended to draw students into the library and promote reading appreciation (LM Standard 5 and T Standard 2 and 3).
8. Book talks are conducted by the librarian and/or student assistants to promote leisure reading (LM Standard 5).
9. The annual book fair will continue to be held by the librarian in the fall and spring to promote reading among families (LM Standard 5).
10. Technology instruction is delivered in our computer curriculum throughout each grade level in the district to address all Technology Standards. Basic Computer Science is a required course offered to all junior high students.
11. The district curriculum director facilitates K-12 meetings with librarians and technology integration specialists twice per year to review data and align curriculum.

We seek to improve upon our variance if renewal is granted in the following ways:





1. The librarian will continue to explore ways to increase reading appreciation. Strategies may include scavenger hunts, March Madness, and Battle of the Books to promote interest in reading at Troy Public Schools.
2. The librarian will continue the process of identifying books by Lexile range. This will assist students in checking out books that are at the appropriate reading level.
3. The librarian will implement a collection development procedure that meets the expectations of ARM 10.55.1801, Part C 1-6.
4. The librarian will pursue collaboration with the Troy Public Library through sharing of resources and the provision of extra resources through, for example, the Montana Homework Help tutoring services, e-book services, etc.

**9. What data or evidence will be gathered to document progress toward meeting the measurable objectives?**

**FORMATIVE:**

- The Library and Research Center Usage documentation will be used to measure the number of hours each department works in collaboration with the librarian and technology coordinator specialist each quarter.
- Book check-outs will be tracked on a quarterly basis to determine if library usage for reading appreciation has increased.
- Lexile levels will be monitored by classroom teachers to track individual student progress and growth relating to reading appreciation.

**SUMMATIVE:**

- An annual review of the state mandated test results for reading will be used as an evaluative measure for reading proficiency.
- A report documenting classroom usage of the library and research center through calendars, direct classroom instruction by the librarian and/or technology director with an Excel spreadsheet linking which information literacy/library media and technology standards are being addressed by grade level, and monthly meeting minutes from the collaborative team will be compiled at the conclusion of 1st semester and at the close of the school year. This will ensure that we are achieving our desired outcomes.

**10. In what way does this variance to standard meet the specific needs of the students in your school(s)?**

This variance meets the needs of our students because it allows them more access to technology and additional guided support from the librarian. This enables students to be well-prepared to access and use technology in a safe and responsible manner. With the implementation of the ELA component of the Common Core standards, we are better able to meet the emphasis on research skills and support research writing across the curriculum.

**11. Variance to Standard: Outline how and why the proposed variance would be:**

**a. Workable. (Sufficient district resources are available for the success of the variance.)**

There are sufficient district resources available to continue to implement this variance; we currently employ one full time librarian, a half-time paraprofessional specifically dedicated to the library. We will simply continue staffing the library in this manner.





**b. Educationally sound. (Applicant has relied on sound research as a rationale for the variance.)**

As shown through the data and evidence section of the application, the variance has worked well in supporting student learning outcomes in our school.

**c. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.1901.**

We are better able to deliver a Library/Media Program in accordance with 10.55.1801 through implementation of this variance. The library has truly become a flexibly scheduled, multi-purpose media center for students and staff. The collaborative teams that meet monthly have increased our ability to incorporate Library Media and Technology standards into the content area. Our librarian makes a concerted effort to keep our library balanced, current, and culturally representative. The library is a valuable resource for teachers in implementing Indian Education for All. The physical changes in the media center have made it multi-faceted in use accommodating leisure reading, independent research, use of resources, and classroom instruction. We also use student helpers in the library by scheduling them in semester long blocks as teacher assistants. The library currently utilizes three scheduled teacher assistants each day. We have made it a priority to streamline library reservations and ensure that the library is being used in purposeful ways. The library collection has been greatly expanded and improved this year. The addition of five computers and several Chromebooks, as a research center, has increased student access to technology including before school, at lunch and after school. This access is supervised and support is always available. Many positive changes have been made in the Troy Public Schools' media centers. If this variance request is granted, we have additional plans for future improvements.

**12. Designed to meet the content standards for this area of the curriculum (only applies to those standards which also have related curriculum content standards).**

Although our request for a variance is not specifically related to curriculum content standards, our team did consider how our variance would impact our ability to deliver the content standards. We chose to include standard alignment in items 7-19 on question #8 above to clarify how delivery and implementation of the variance would exceed our previous ability to deliver the curriculum content standards.

**RENEWAL APPLICATION ONLY:** Please attach a summary of the data gathered to demonstrate that the variance cycle ending June 30, met or exceeded the standard. State the measurable objective for the initial or previous application.



Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

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**Required school district signatures:**

Board Chair Name: John Konzen

Board Chair Signature: John Konzen

Date: 2/9/15

Superintendent Name: Dr. Jacob Francom

Superintendent Signature: Jacob Francom

Date: 2/9/15

**Mail your signed form to:**

Accreditation and Educator Preparation Division  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

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**OPI USE ONLY**

Superintendent of Public Instruction: Dr. Jacob Francom

Date: 5/14/15

☒ Approve ☐ Disapprove

Board of Public Education Chair: Sharon Carroll

Date: 5/7/15

☒ Approve ☐ Disapprove





A regular meeting of the Board of Trustees for School District #1 was called to order at 6:00 p.m. at the high school library on February 9, 2015 by Chairperson Konzen. Others present were Trustees Chapel, Thompson, Lundin, Boltz, and Huisentruit; Superintendent Francom; Principal Rewerts; Vice Principal Beal and Clerk Todd.

Guests present were Jerry, Andrea and Dylan Cummings, Mel & Moxley Roesler-Belgake, Nikki and Emily Ramirez, Jolyn, Dorsey & Tessa Pearson, Tyann Hermes, Kris Newton, Terrel Jones, Amelia Downey, Hana Miller, Brendan & Denikka Miller, Carey Dawn, Gerrid & Darrin Denton, Nancy Prieve, Kay Randall, Kimberly Finley, Deborah Wallace, Laura Kanzler, Makayla Osterberg, Gage Tallmadge, Pate Scott, Ryan Suber, Tiffany, Frank and Annie Day, Sue Coleman, Jazmine Barnes, Michael Demmendaal, Alex Day.

The regular meeting was opened at 6:00 p.m.

Huisentruit moved that the Board approve the January 2015 minutes AS READ.  
THE MOTION CARRIED.

Thompson moved that the Board approve the District Obligations for the month of January 2015.  
THE MOTION CARRIED.

Thompson moved that the board approve the UCTHS January Balance.  
THE MOTION CARRIED.

Superintendent Francom and Principal Rewerts recognized and honored students, staff and community members – list attached.

Administration Report: Superintendent Francom provided a report with various updates – see attached. Reminded the board of the Elementary luncheon next Wednesday, February 18<sup>th</sup>.

Sue Coleman, Hana Miller and Andrea Cummings gave an overview of the STREAM program. Amelia Downey provided an overview of Go Math. See attached.

Kris Newton provided an update on the food service program and breakfast in the classroom.

Kate Osterberg provided a quick update on the School to Work Program. Michael Demmendaal showed the Board his voice changing machine. See attached syllabus, timesheet and evaluation sheet.

Thompson moved that the Board approve the Call for Election. THE MOTION CARRIED.

Huisentruit moved that the Board approve the hiring of Casey Dare as District Bus Driver, Teresa Curry as Part-time After School Program Paraprofessional and Substitute, Morgan Davis as Junior High Track Coach, Dallas Carr as Assistant High School Football Coach, Scott Hoffman as Assistant High School Football Coach. THE MOTION CARRIED.

Thompson moved that the Board approve the list of substitutes and volunteers. See attached list. THE MOTION CARRIED.

Thompson moved that the Board approve the Variance to Standard Application for Librarian. THE MOTION CARRIED.

Huisentruit moved that the Board approve the final reading and adoption of the following Policies: 1310, 1310P, 2410P, 3210, 3231, 3600P, 5125, 5336. THE MOTION CARRIED.

Chapel moved that the Board approve the Disposal of Old Documents. See attached list. THE MOTION CARRIED.

Chapel moved that the Board adjourn until the next regularly scheduled meeting to be held on March 12, 2015 at 6:00 p.m. in the high school library. THE MOTION CARRIED.

The regular meeting adjourned at 6:58 p.m.